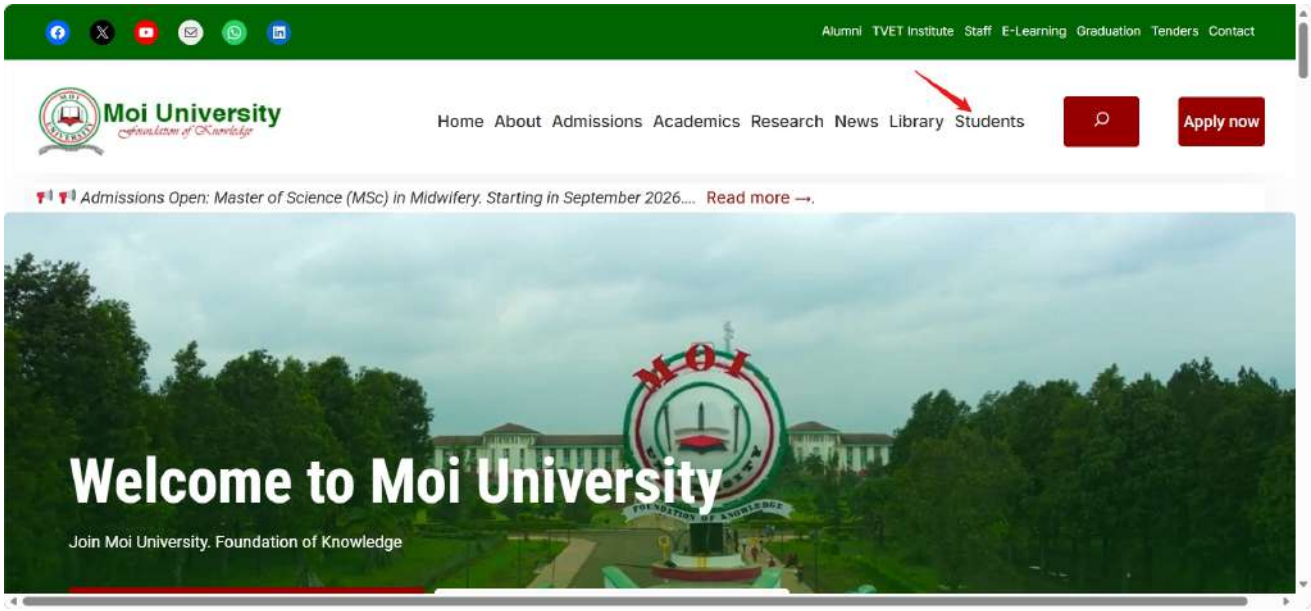
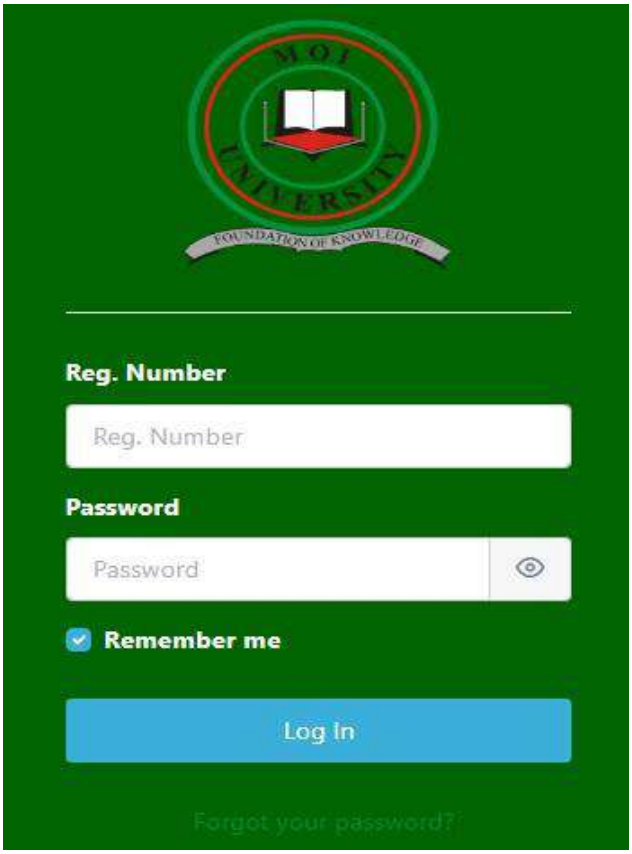
PROCEDURE FOR ROOM BOOKING

All rooms shall be booked online as outlined in the procedure below:

1. Visit the University website https://www.mu.ac.ke, go to the main menu **'Students'** and click student portal or visit the portal directly by clicking https://portal.mu.ac.ke

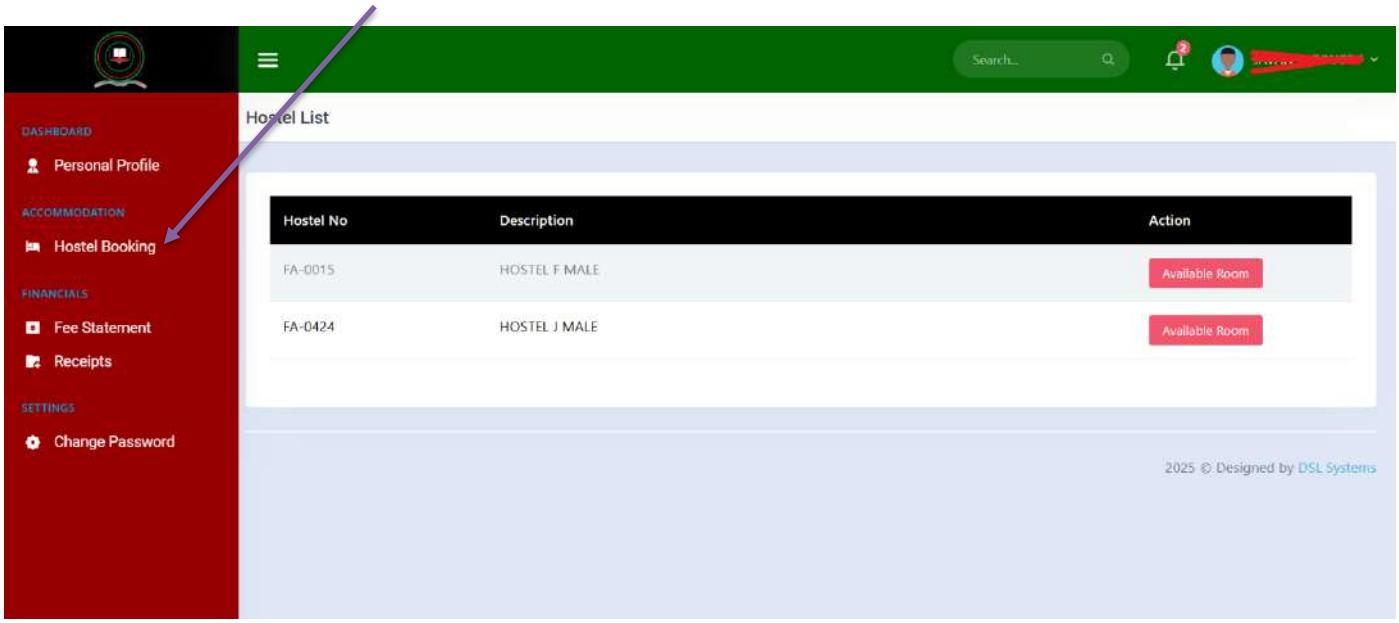


2. A new page opens taking you to the **portal's login page** https://portal.mu.ac.ke (see screenshot below).

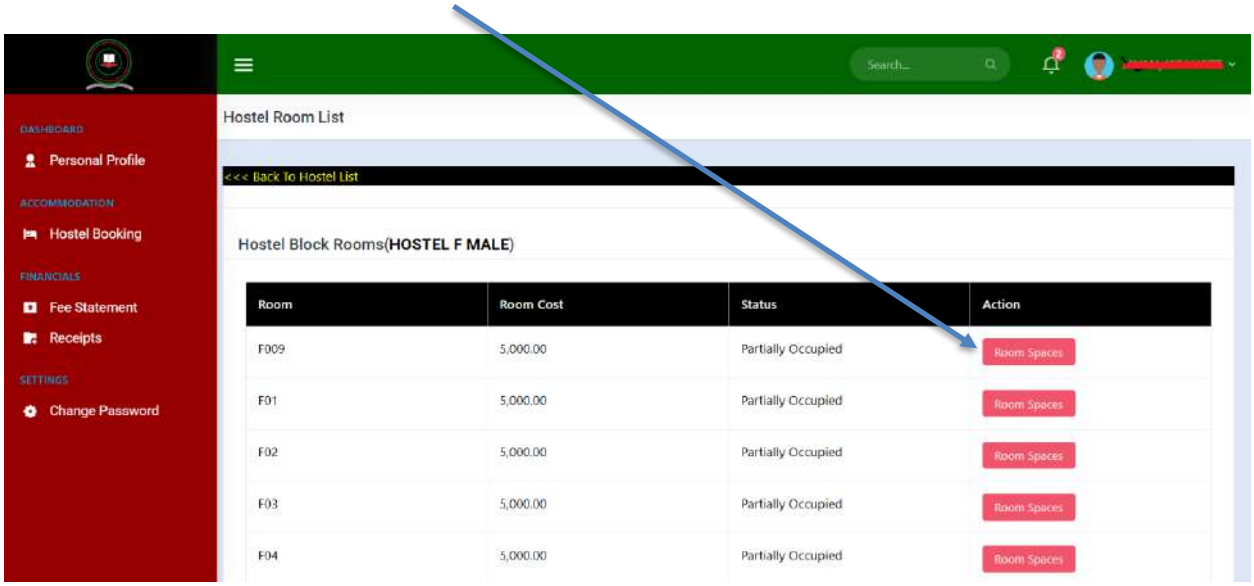


3. Using the Registration number and default password: student, Click **log in** to gain access to the portal

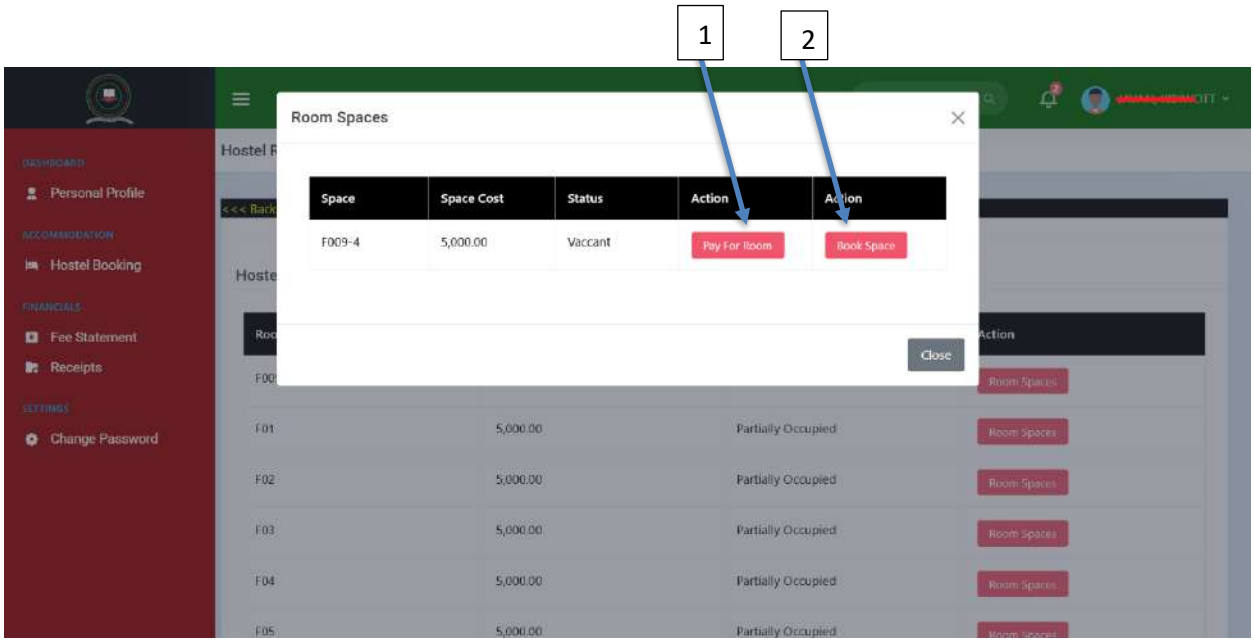
4. Click on the **Hostel Booking** under the **Accommodation tab** on your left as shown below:



5. Click on **Available Room** as shown above on your preferred Hostel. Available Room will display all vacant room spaces. Click **Room Spaces** button against the room you wish to book.



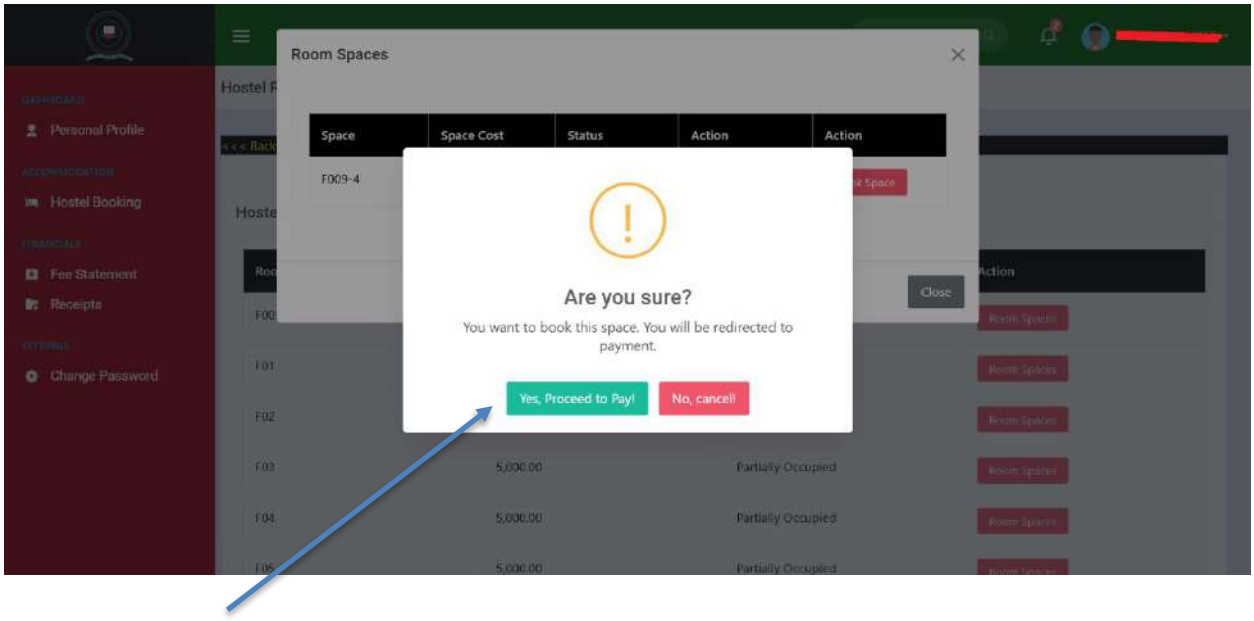
6. Click on **Room Spaces** and select a space that is **Vacant** by clicking on **Book Space** as shown above. (**Vacant**=All spaces are available, **Partially Occupied**=Some spaces are available and others booked, **Fully Occupied**=All spaces are filled up.)



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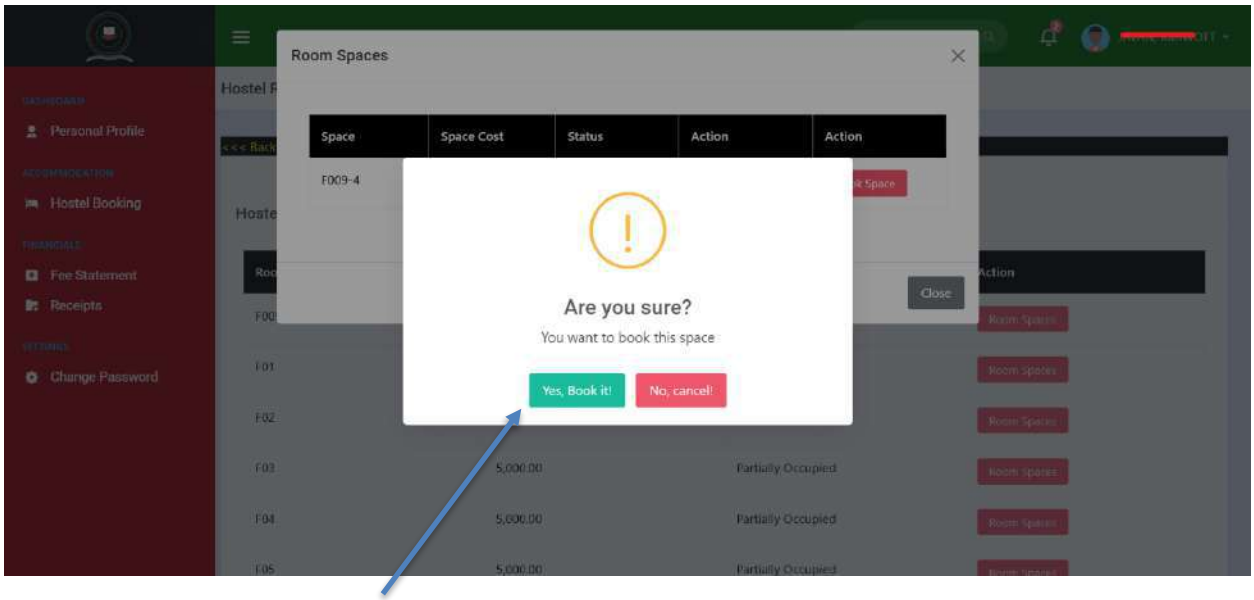
7. Ensure you have the room amount in your M-PESA then Click **Pay for Room** button as shown in the screenshot above, if you do not have the room amount, click **Book space** button to reserve the room for 2 hours after which the room will be reversed automatically to allow for others to book.

8. If you click **Pay for Room**, the confirmation window box will appear as shown in the screenshot above,



9. Click on **'Yes, Proceed to Pay!'** to make the hostel room payment by following the instructions.

10. To complete the Hostel room booking process, repeat steps 5 and 6 and on step 7 click on **Book Room** button to complete.



Click **Yes, Book it** button to complete the process.

Print or Save the hostel invoice at the top and payment receipt which will be verified by the Hostels' Department on the day of reporting before issuance of room keys and other inventory items.